



INVESTIGATIVE RESOURCES

Operations Order

8.8.00

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1. PURPOSE

The purpose of this policy is to provide information on various investigative resources available to both patrol and investigative divisions.

2. POLYGRAPH EXAMINATIONS

A. Although not generally accepted as evidence in court, the polygraph is a useful tool in police investigations.

B. Polygraph Examination Request Procedures

- (1) Polygraph examination requests may be made to examine victims, witnesses, suspects, etc.
- (2) Two Request for Polygraph Examination Forms 80-301D (original and copy) will be prepared.
- (3) The request will contain:
 - (a) A copy of the IR and all related Incident Supplements.
 - (b) Any information available regarding subject's medical condition, including any prescribed medications.
 - In most instances a valid examination can still be conducted even though the test subject is taking medication.
 - Officers are not to inform subjects to refrain from taking prescribed medication prior to a polygraph examination.
 - If the requesting officer has information or opinions pertinent to the examination which are not included in the request or IR, the officer will complete a memorandum listing such information and attach it to the request.
- (4) Requests will be approved in writing by a lieutenant or higher.

NOTE: It is the approving supervisor's responsibility to verify the necessity for a polygraph examination.
- (5) Approved requests, the copy of the IR, and all related Incident Supplements will be forwarded to the Employment Services Bureau (ESB) for evaluation to determine if a polygraph examination is feasible.
 - (a) If ESB can schedule an examination, the appointment date and time will be noted on the Request for Polygraph Examination form and a copy will be returned to the originating officer.
 - (b) The originating officer is responsible for notifying the subject to be examined of the time and date of the appointment.
- (6) After hour emergency requests may be made by telephone to the ESB commander.
 - Emergency requests during routine business hours will be made to the lead polygraph examiner.
- (7) Questions concerning the feasibility of an examination will be directed to a polygraph examiner.

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2. B. (8) Upon completion of any examination, the results will be forwarded to the requesting officer as soon as possible.

- (9) If a polygraph examination is not possible due to a physical or mental disability of the subject to be tested, this information will be noted on the request form and both copies will be returned to the originating officer.

3. **FORENSIC ART CAPABILITY**

- A. Forensic art capability is available as a Department resource to produce composite drawings of suspects, detailed crime scene diagramming, and facial reconstruction of human remains.

- B. All requests for forensic art will be forwarded to the Homicide Unit lieutenant.

C. Composite Drawings

- (1) Composite drawings require a victim/witness to have viewed the suspect for a sufficient amount of time in order to provide a detailed description.

- (a) Normally the victim/witness should be interviewed for the composite as soon as possible.

- (b) Traumatized victims usually provide a better description three (3) to four (4) days after the incident occurred

- (2) Request for composites should be made at least 24 hours prior to the desired interview.

- (3) In those cases where immediate assistance is required, contact will be made directly to the Homicide Unit lieutenant.

D. Specialized Crime Scene Diagrams

- (1) Specialized crime scene diagrams are available through VCB for high-profile investigations or investigations where the amount, significance, or unique characteristics of the crime scene require detailed graphics.

- (2) Crime scene diagrams with multiple point perspectives produce a 3-D look to a scene, thus enabling investigators, juries, etc., to more accurately visualize a crime scene.

- (3) A graphic re-creation of a crime scene is available to show placement, trajectories, sequence of events, etc.

- E. Facial Reconstruction of Human Remains - There are several preparation requirements prior to submission that will be explained at the time of the request for this service

4. **IMAGE DETECTION** – Comparison of facial image against known photographs for identification purposes

- A. The purpose of Image Detection is to provide guidelines and recommendations for conducting comparisons of faces unfamiliar to the practitioner with a final goal of identifying a “known” investigative lead based on facial image characteristics.

- B. Image Detection technology shall only be utilized in furtherance of an **authorized criminal investigation** and in accordance with [ARS 41-1750](#).

- (1) All Use of Image Detection technology is for official use only and is law enforcement sensitive.



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4. C. Image Comparisons are intended for **investigative lead purposes only** and should not be used as the sole basis for any investigative decisions.
 - (a) Image comparisons do not represent a definitive confirmation of an identity “match” or “non-match”.
 - (b) The establishment of probable cause for an arrest/charging is the responsibility of the investigator and/or investigating law enforcement agency if the information is disseminated outside of the Department.
 - (1) All image requests/submissions and investigative leads developed via Image Detection shall be documented in the appropriate Department Records Management System (RMS).
 - (2) Investigative leads should be documented in an IR.
 - (3) Leads provided via Image Detection will be treated as an “investigative lead” and probable cause to arrest a subject must be established before a lawful arrest.
- D. Users shall utilize Image Detection technology per state and federal laws and agreements set forth by the authorizer and/or manufacturer.
- E. Misuse of Image Detection technology may result in administrative and/or criminal penalties.
- F. Any questions about the use of Image Detection should be directed to the VCB Desk Sergeant, whom will route them to the on-call DFIU Sergeant (available 24/7).
5. **HYPNOTIC ASSISTANCE** - Requests for assistance in an investigation from a Department hypnotist will be submitted to the VCB commander.
6. **SEARCH AND RECOVERY DIVE TEAM**
 - A. The Search and Recovery Dive Team is assigned to Tactical Support Bureau (TSB) under the command of the K9 lieutenant and is supervised by the Dive Team/Specialty Vehicle sergeant.
 - B. The team consists of sworn officers from throughout the Department who have received specialized training as underwater investigators in search and recovery, rescue, surface supplied air, and sonar operations.
 - The team is available to search for/recover evidence, deceased persons, and vehicles submerged in water.
 - C. Availability - The team is available for call-out 24 hours a day and must be requested by a supervisor through the Communications Bureau supervisor.
7. **SPECIALIZED VEHICLES** – A supervisor may contact SVD through a Communications Supervisor to request any of these vehicles. See TSB Manual for more information.
 - A. Only those employees trained and certified by the Specialty Vehicle Detail (SVD) of TSB are authorized to operate Department specialty vehicles.
 - B. SVD is responsible for maintaining and deploying the following:
 - Mobile Activity Command (MAC) vans
 - Armored vehicles
 - Utility truck (flood lights, generators, and air supply)
 - Fuel trailer (aircraft fuel)
 - Miscellaneous support equipment

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8. **AIR SUPPORT UNIT**

A. ASU functions as an auxiliary support unit for the Department, with helicopters and fixed-wing aircraft.

B. **Surveillance Requests**

- Whenever possible on a priority basis, aircraft will respond to surveillance requests.
- Officers desiring aircraft surveillance should provide advance notice, if possible, to ensure appropriate scheduling of aircraft.
- If time permits, the surveillance request should be made to an ASU supervisor.
- Requests can be made directly to an airborne aircraft through police radio by using the Hot Monitor (C14) frequency.

C. **Additional Information**

- Aircraft will not land at locations other than an airport except when the pilot deems it necessary to provide emergency assistance to ground units or when authorized by an ASU supervisor.
- ASU will provide emergency assistance to other public and quasi-public agencies (Salt River Project, Arizona Public Service) upon request by that agency and when authorized by a lieutenant or higher-ranking officer.

9. **WIRE INTERCEPTS, GLOBAL POSITIONING SYSTEM (GPS) PHONE LOCATIONS/PINGS, PEN REGISTER/TRAP AND TRACE DEVICES, AND SIGNAL INFORMATION COLLECTION SYSTEMS (SICSS)**

A. Questions on procedures will be referred to the Drug Enforcement Bureau (DEB) Investigations Unit lieutenant who is responsible for supervising all Wire Intercept, GPS Phone Location/Ping, Pen Register/Trap and Trace device, and SICSS investigations conducted on DEB equipment.

(1) All employees who participate in a Wire Intercept, GPS Phone Location/Ping, Pen Register/Trap and Trace device, and SICSS investigation conducted by any law enforcement agency must receive approval from their chain of command, the Legal Unit, and the Police Chief or designee.

(2) Requests to obtain the GPS location of/ping a phone will be directed to one of the below bureau/unit lieutenants based on the crime or incident being investigated:

- | | | |
|---------------------------|-------|----------------------------------|
| • Crime Impact Unit (CIU) | • HDB | • VCB |
| • DEB | • PCB | • Special Assignments Unit (SAU) |
| • FIB | | |

(3) Emergency requests to obtain the GPS location of/ping a phone based on exigent criminal circumstances (kidnappings, etc.) must be approved by one of the above listed lieutenants, a precinct shift commander, or the duty commander.

- After approval, the Communications supervisor may be contacted to assist in requesting an exigent ping request from the service provider.

(4) When it is necessary to obtain the GPS location of/ping a phone in exigent non-criminal circumstances (missing or suicidal person, etc.), a supervisor may contact the Communications supervisor who can assist in requesting an exigent ping request from the service provider.

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9. A. (5) If DEB equipment is to be utilized to locate a phone based on exigent circumstances and prior to obtaining Legal authorization as outlined in this order, the DEB Technical Surveillance Unit (TSU) will be provided with an email notification documenting the approval of the emergency request.

B. Search Warrants and/or Court Orders for GPS Phone Locations/Pings, Pen Register/Trap and Trace Devices, and SICSs

(1) Approval Procedures

- (a) When employing a Pen Register/Trap and Trace device for call data and switch information, the investigating officer/case agent will submit the following documents through their chain of command to the Legal Unit and Police Chief or designee:
- An affidavit and court order certifying the information to be obtained is relevant to an ongoing criminal investigation
 - Appropriate service provider order/s
 - Pen/CWT Cover Sheet Form 80-126N (or email equivalent in exigent circumstances)
- (b) When employing the use of the SICS, obtaining a GPS phone location/ping, and/or requesting cell-site and sector information, the investigating officer/case agent will submit the following through their chain of command to the Legal Unit and Police Chief or designee:
- An affidavit and search warrant certifying facts are sufficient to establish probable cause
 - Appropriate service provider order/s
 - Pen/CWT Cover Sheet form (or email equivalent in exigent circumstances)
- (c) The investigating officer/case agent will maintain the following documents:
- A copy of the affidavit or search warrant submitted to the court
 - A copy of the signed court order or search warrant
 - Applicable service provider order/s
 - Pen/CWT Cover Sheet form (or email equivalent in exigent circumstances)

(2) Installing and Removing the Pen Register/Trap and Trace Device

- (a) Upon receiving a signed court order, or as soon as practical, the investigating officer/case agent will provide the TSU with the following information for the completion of the service provider's Communications Assistance for Law Enforcement Act (CALEA) worksheet.
- A copy of the signed service provider order/s
 - The Incident Report (IR) number or DEB Case Management number
 - Billing information for the precinct/bureau and unit to be billed
- (b) The DEB Investigations Unit lieutenant or designee will set up the connections needed to establish the Pen Register/Trap and Trace device.
- (c) It is the primary responsibility of TSU to create the case and line set-up within the interception system.
- (d) It is also the responsibility of TSU to enable and terminate the interception of data pursuant to the Pen Register/Trap and Trace device.

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9. B. (2) (e) Upon completion of the Pen Register/Trap and Trace device, TSU will provide electronic copies of the evidence gathered to the investigating officer/case agent upon request.

(3) Extending a Pen Register/Trap and Trace Device

- (a) Authorization to extend shall be submitted to the Legal Unit seven days prior to the expiration of the court order.
- (b) The approval of an extended Pen Register/Trap and Trace device will follow the same procedures as set forth in section 8.B(1) of this order.

(4) Implementation of the Signal Information Collection System (SICS)

- (a) Once the search warrant has been verified and an Electronic Surveillance Request Form 80-569D is received, the DEB Investigations Unit lieutenant or designee will approve the implementation of the SICS.
- (b) It is the primary responsibility of the DEB Investigations Unit lieutenant or designee to utilize and monitor the SICS.
- (c) Upon completion of the SICS, TSU will provide the investigating officer/case agent with copies of all information/evidence gathered.
 - It will be the responsibility of the investigating officer/case agent to meet the legal requirements regarding the service of a copy of the search warrant as specified in [ARS 13-4294](#).

C. Thirty-Day Interception of a Wire, Stored Wire, Electronic, or Oral Communication

(1) Approval Procedures for a Thirty-Day Interception

- (a) The investigating officer/case agent will submit the following through their chain of command to the Legal Unit and the Police Chief or designee:
 - Probable cause statement by way of an affidavit
 - Pen/CWT Cover Sheet form
- (b) The Legal Unit will determine if the affidavit complies with all applicable state and federal laws and then present the approved affidavit to the Police Chief or designee.
- (c) After the Police Chief or designee approves the request, the investigating officer/case agent will submit the affidavit to the state or county prosecuting attorney/agency for review.
- (d) The prosecuting agency will then submit an application, Findings and Orders, and service provider order/s to a judge of the Superior Court for review.
- (e) The investigating officer/case agent will maintain the following documents
 - A copy of the affidavit submitted to the court
 - A copy of the original signed court order
 - Applicable service provider order/s
 - Service provider's CALEA worksheet

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9. C. (2) Installing and Removing the Interception

- (a) Upon receiving a signed court order, or as soon as practical, the investigating officer/case agent will provide TSU with the following information for the completion of the service provider's CALEA worksheet.
 - A copy of the signed service provider order/s
 - The Incident Report (IR) number or DEB Case Management number
 - Billing information for the precinct/bureau and unit to be billed
- (b) The DEB Investigations Unit lieutenant or designee shall determine the type of connection needed for the interception, have the primary responsibility of contacting the service provider to set up the connections, and ensure this connection is maintained.
- (c) It is the primary responsibility of TSU to create the case and line set-up within the interception system and to enable and terminate the applicable interception/s.
 - This will include maintaining the evidence copies of all audio and data communications intercepted.
 - TDU will keep a working copy of each interception within the system administrator's office at DEB.
- (d) Upon completion of the wiretap, it will be the responsibility of TSU to provide the investigating officer/case agent with the electronic copies of the evidence gathered.

(3) Extending an Interception of a Wire, Electronic or Oral Communication

- The approval of an extended interception will follow the same procedures as set forth in section 8.C(1) of this order.

D. Emergency Interception of a Wire, Stored Wire, Electronic, or Oral Communication

- (1) Facts that an emergency situation exists will be presented to either a specially designated prosecutor from the Attorney General's Office or the County Attorney's Office.
- (2) The Attorney General, County Attorney, or a specially designated prosecutor will determine if an emergency situation exists.
- (3) If an emergency interception is authorized, the Attorney General, County Attorney, or a specially designated prosecutor will draft the appropriate documents and those documents will be signed by the Attorney General or County Attorney.
- (4) After the emergency documents have been signed, the investigating officer or specially designated prosecutor will serve those documents to the appropriate service provider.
- (5) The investigating officer/case agent will provide copies of the emergency documents to the DEB Investigations Unit lieutenant or designee.
- (6) Once the emergency documentation has been verified and served, TSU will be responsible for contacting the service provider to set-up the connections needed to establish the emergency interception.
- (7) After the exigent letter has been served to the applicable service provider, the investigating officer/case agent will follow the approval procedures as outlined in section 8.C(1) of this order.

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9. D. (8) As soon as practicable, and no later than 48 hours after the commencement of the emergency interception, the specially designated prosecutor will apply to a judge of the Superior Court for an affidavit authorizing the interception, in accordance with the provisions of [ARS 13-3010](#).

- If the prosecuting attorney fails to obtain court authorization within 48 hours after commencement of the emergency interception, or if court authorization is denied, the interception will be immediately terminated.

E. Wire Intercept, GPS Phone Location/Ping, and PEN Register/Trap and Trace Device Investigations, and SICS Deployments for Other Agencies

- An Electronic Surveillance Request form signed by the requesting agency will be forwarded through the DEB chain of command to the Legal Unit along with all signed court orders and/or search warrants and appropriate service provider orders and will be subject to the same approval guidelines as outlined in section 8.B(1) of this order.

10. **SURVEILLANCE EQUIPMENT**

A. Surveillance Equipment and Support

- (1) Available equipment includes portable video cameras, surveillance cameras, audiotape recorders, covert audio and video recording devices, night vision devices, and radio frequency (RF) and global positioning system (GPS) tracking devices.

- The DEB Technical Surveillance Unit (TSU) and/or the TSB Crime Impact Unit are the only units permitted to possess, install, maintain, and remove GPS units for the Department.
- Due to the sophisticated nature of certain surveillance equipment, the installation may require the assistance of TSU.
- TSU personnel are available 24 hours a day to assist and train Department personnel with the proper use of the equipment.
- Equipment will be issued on a short-term basis only and will be promptly returned when it is no longer needed.

(2) Equipment Requests

- A [Surveillance Equipment Issue and Authorization Form 80-83D](#) will be completed and submitted to the TSU for all equipment requests.
- Video equipment requires the authorization of a sergeant or higher-ranking officer.
- Audio equipment requires the authorization of a lieutenant or higher-ranking officer.
- Any questions regarding the legal use of electronic surveillance devices in a non-court-order situation will be referred to an attorney assigned to the Legal Unit.

B. Electronic Surveillance Requiring Court Authorization

- (1) Under no circumstances will electronic surveillance requiring court authorization be conducted without a court order unless otherwise provided for in [ARS 13-3015](#).

C. Refer to the DEB manual for further information.

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11. INVESTIGATIVE TASK FORCES

A. An Investigative Task Force will:

- Be formed to reduce or eliminate a crime problem.
- Be initiated by any division, bureau, or precinct commander.
- Be temporary in nature, under the direction of a lieutenant or higher command officer.
- Result in the grouping together of police personnel having those skills and resources necessary to resolve a particular crime, such as serial sex crimes, homicides, robberies, arsons, bombings, narcotics, vice, and burglary crimes.
- Establish unit authority and responsibility.
- Define unit, member, and supervisor accountability.
- Identify and make resources available.
- Be evaluated daily by the task force unit commander for performance, results, and the need for continuation.

B. Detailed Procedures

- (1) In order to facilitate an effective application of police resources, planning concepts will be utilized in creating the task force unit.
- (2) Whenever a particular event is determined to be a significant police matter, careful analysis will be made to determine the nature of the problem and a possible solution.
- (3) Fundamental considerations include:
 - Why is this a problem?
 - What are the characteristics?
 - When and where do the events occur?
 - Do victims have identifiable characteristics?
 - Do suspects have identifiable characteristics?
 - How do the suspects operate?
 - Do suspects operate independently of each other or do they coordinate actions?
 - What is the event frequency and under what conditions do the suspects perform?
 - Is it possible to create name lists of suspects for targeting, or is there only general information?
 - Are the sources of information to answer questions reliable?

C. Planning Strategy

- (1) After the crime problem is identified, the designated command-level supervisor will create a tactical plan before action is taken.
- (2) The following will be established:
 - Use of a task force is appropriate
 - Objective of task force
 - Plan to achieve objective
 - Length of time task force will be operational
 - Characteristics and selection procedures for officers, support staff, and supervisors who will be assigned
 - Investigative tactics to be utilized
 - Special equipment required
 - Involvement of appropriate prosecutor's office and other criminal justice agencies
 - Involvement of non-police organizations and citizen groups
 - Necessity for special policy guidelines
 - Funding limitations

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11. D. Operations

- (1) The precise method by which the task force is to be conducted will be dictated by the problem being addressed and the plan devised.
- (2) The task force commander will be responsible for operational effectiveness of the task force.
- (3) The commander will ensure:
 - Actions taken by the task force are effective and directed toward the objective or the tactical plan.
 - Targeted investigations will be conducted only for a precise period of time.
 - Successive changes in plan direction will be avoided to ensure confusion regarding goal accomplishment does not occur.
 - Criteria for measuring effectiveness will be established and conditions for unit termination defined.

E. Evaluation and Documentation

- (1) The task force commander will give daily verbal and/or written status reports to the appropriate division commander.
- (2) Appropriate administrative records will be maintained regarding costs incurred.
- (3) The task force commander will prepare an after-action report that will be used to determine whether or not the effort was successful.
 - The report will be submitted to the appropriate assistant chief within 14 days from date of the task force termination.

F. Other Jurisdiction Task Force

- (1) Department participation in a task force under the direction or control of another law enforcement agency/jurisdiction will be with the approval of the Police Chief or designee.
- (2) Decisions regarding participation and withdrawal of Department resources will involve the same guidelines contained in this order.
- (3) Deviation from existing Department policy and procedure by Department personnel while participating in the task force will require the approval of the Police Chief.

Last Organizational Review: